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ABSTRACT

The grant received for the Literacy Program of the Twin Falls (Idaho) Public Library (approximately $24,000) has contributed to the overall improvement of the library system afforded by construction of a new addition planned for completion in February 1991. Grant funds supporting the literacy program complemented funds from a bond issue for construction. A state-administered grant to automate the library catalog also fits well with the enhancement of literacy services. The grant has made possible the construction of tutoring carrels and the purchase of literacy computer hardware and software, as well as audiovisual materials related to literacy and job skills. Grant money has also been spent on preparation material for the GED and basic job skills. Processing procedures have been revised to accommodate the unusual formats of newly purchased literacy materials. Public use of the literacy hardware has been halted pending completion of the construction, but grant monies were spent in preparation for the opening of the new addition. Appendixes include a budget summary and pictures of the construction in progress. Also attached are publications produced through grant funds relating to literacy. These include catalogs of new materials with annotations and suggested uses. (SLD)

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FINAL PERFORMANCE REPORT
for
LIBRARY SERVICES AND CONSTRUCTION ACT
TITLE VI
LIBRARY LITERACY PROGRAM

Part I: General Information

1. Twin Falls Public Library
   434 2nd Street East
   Twin Falls, Idaho 83301

2. Linda L. Parkinson and Annie Laurie Burton (208-733-2964)

3. Grant Number - R 167-A90349

4. Grant Amount Awarded - $24,288.00
   Grant Amount Expended - $24,288.00 (Small amount still waiting for back ordered materials)

Part II: Narrative Report

1. Goals and Objectives -- Changes and Revisions

Much has been happening at Twin Falls Public Library in the last two years and most of the activity was not planned when this grant was originally written. Many of these happenings have had or will have major impact on our literacy collection and the equipment and furnishings purchased with this grant. We have chosen to group these impacts under "new opportunities in service" and "adaptations for better service."

-- NEW OPPORTUNITIES IN SERVICE

A. --- An opportunity to provide more spacious, accessible, and attractive locations for the BASIC SKILLS AND BASIC JOB SKILLS COLLECTION, the INTERGENERATIONAL LEARNING CENTER, and the tutoring carrels when we more into a new addition in February 1991

Two months after we received notice of this grant award, the Twin Falls Public Library Board decided that our planning, their energies, and the timing was right to seek a fall bond election to remodel the current library and to build an addition that would double the size of the present library. The bond election passed with a 71% majority.

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However, the construction bid come in at $2,085,750 -- over the bond of $1,965,000 by $120,750. The board decided to put the money allocated for new furnishings into the building fund, eliminate some of the niceties in the architectural plans, and campaign for private funding to make up the difference. The bricks and mortar fund raising was completed, the city council signed the construction contract, and construction started in the early spring of 1990. We are just now completing the campaign to raise money to replenish the funds for new furnishings.

Needless to say, it has been a wild and exciting two years and the co-directors of this grant have been very involved in all the activity -- Linda Parkinson, as Assistant Director and Annie Laurie Burton as Children's Librarian (One of the main focuses of the new addition is a new space for the Children's Library).

Our time thus spent, however, has been very relevant to this literacy grant. One of the most satisfying aspect of the new floor plans is that the BASIC SKILLS AND BASIC JOB SKILLS COLLECTION has a prime location in the main browsing area of the new addition while the INTERGENERATIONAL LEARNING CENTER has a prime location in the new children's space. Scheduled completion of the addition is February 1991 so we are very close to moving the literacy collection into its new home.

We are also very happy to report that we now will have entrance ramping and a larger, centrally located elevator which will improve access to the literacy collection and all other parts of the Library for the designated handicapped and also for many other library users.

B. --- An opportunity to provide wider and more direct access to information about the literacy collections

In the fall of 1988 we also received a state administered LSCA grant to continue the process of automating our catalog records and entering them into a multistate data base, Western Library Network (WLN). Having our records in machine readable format and on WLN will make them instantly accessible to many of the small libraries in our region as they subscribe to WLN on laser disc.

It will also enable us at Twin Falls Public Library to go to an automated public catalog. Although there is an initial period needed for educating the public on the automated catalog, we feel that the keyword and subject browsing features of the automated catalog will help the library user more readily find the titles in the BASIC SKILLS AND BASIC JOBS SKILLS COLLECTION.

C. --- An opportunity to provide more attractive furnishings for the tutor carrels and add options to literacy grant computers and AV equipment

Because of the dealer's desire to have his new modular line in use in a new public building in this area, we were able to purchase more attractive tutoring carrels to be placed in the new addition than we had anticipated when we wrote this grant. We did spend more time and effort in choosing the style and colors of these furnishings as they were the first furnishings purchased for the new addition. (See APPENDIX - Pictures)

We were able to purchase the two computers for this grant with the two needed for the automated records project. Thus we were able to obtain a better group price. The literacy computers include more options than we specified in this grant yet we still had money to buy a VCR/Monitor Stand. This stand will make the video equipment easily portable so users will have more choice in location of use.

D. --- An opportunity to provide more materials as a large video series originally selected as a core purchase in the BASIC SKILLS AND BASIC JOB SKILLS COLLECTION was given on permanent loan to Twin Falls Public Library

We had offers from both The College of Southern Idaho Workplace Literacy Project and from Idaho State University Adult Basic Education to place the Kentucky Educational Television video series for the GED (includes 47 videos and supporting workbooks) at our library. Because we cooperate so closely with CSI, we gratefully accepted their offer and used our grant funds to buy more materials at the GED skill level.

E. --- An opportunity to increase the video and audio cassette materials in our total collection thus creating more opportunity to reach people with lower reading skills who are not traditional library users

Eight months ago we had the opportunity to join a new statewide video circuit of Idaho Libraries. We added four packets of at least 50 titles each on every two month rotation and more than tripled the number of video titles available to our patrons. As the word spreads that the Library has a good selection at no charge to city residents, we are seeing a new clientele.

We hope to follow the Toledo Lucas County Public Library in letting our video collection link new patrons to literacy resources. "The appeal of video to adults with reading difficulties attracts many to the public library for the first time since childhood. The presence of informational material on ... video ... has helped us link these new patrons to many how

to's-- including reading!" ("Libraries and Literacy in America 1985-2000", Public Libraries, Nov/Dec 1990, p.358.) We have placed both a basic job skill display and a GED display at the entrance to the general video collection.

We also added audio visual materials at the 4th through 6th grade level through another LSCA grant beginning in FY 1990. Again we see these materials attracting both students and their parents who are less book oriented. The intergenerational basic skills materials purchased through this literacy grant are located near these new children's audio visual materials.

-- ADAPTATIONS FOR BETTER SERVICE

A. --- An extension on the selection timeline so we could spend needed time to find adequate reviews and/or advice to select the best literacy videos, audio cassettes, and software items for our area

We were able to quickly order new publishers' catalogs for literacy materials in software, video, and audio cassette formats, but we learned that finding substantial current reviews of literacy materials in these formats was much more time consuming than we had planned.

Software

We found mention of software reviews and Idaho State Library purchased and loaned these sources to us. Guide to Recommended Literacy Software (Adult literacy and Technology Project, 1987), and Christina M. Jagger's Reviews of Reading and Writing Software for Volunteer Adult Literacy Programs (New Readers Press, 1988) were both excellent up-to-date sources of selection information.

Because we were very new at dealing with software as a learning tool, we are very grateful to Richard Sparks, Coordinator of Adult Basic Education at Idaho State University, and his staff for letting us have hands on experience with these materials and also for sharing their expertise and enthusiasm with us during our visit to Pocatello and in subsequent telephone conversations.

Video

Although we had many publishers' catalogs, we could find only scattered reviews of literacy materials in video format. But, after studying the catalogs and visiting with the literacy service providers who use video in our region, we selected our list of literacy video titles to put out to bid.

Shortly after this, Video For Libraries Special Interest Video for Small and Medium-Sized Public Libraries by Sally Mason and James Scholtz (ALA, 1988) became available to us. We were

reassured to see that in their section headed "Language and Literacy" their titles and most of the titles we had selected were identical and the emphasis they placed on various subject areas was almost an exact match with our choices.

Audio Cassette

Neither we nor Idaho State Library staff were able to come up with any substantial up-to-date review sources for literacy materials on audio cassette. Most of the materials in the current catalogs were new and literacy service providers in our area had had no experience with these new titles.

Company salesmen told us many more less academic materials would be out in new catalogs for fall 1990. We thus delayed some ordering in this format until the new titles were available. And we were glad we did! The new titles for English as a Second Language Tapes are especially attractive. (And they must have been in high demand as we had series with several items back ordered for several months and still have at least one set that has not been shipped in entirety.)

B. --- An extension on the ordering timeline as we found it more difficult and time consuming to order these materials than we had anticipated

We had anticipated that we would not be able to obtain most of this material from our own jobber but we did anticipate being able to put it out to bid to specialized media dealers and that they would be able to obtain the selected items from their jobbers.

Dealers who had obtained these materials in the past for regional literacy providers were not willing to tackle the job again. We received no bids on either our video or software lists. One of our local software dealers (and a friend of the Library) said he would order the software titles on the bid list and charge us his price plus his costs. We ended up finding him telephone numbers for current sources from reviewing materials. Literacy software is definitely not a main line product for software jobbers!

We had the same problems trying to order literacy videos and audio cassettes. We had to special order almost all titles directly from publishers and even had trouble doing that as several companies considered these titles to be school products and wanted us to establish a "school account" before they would sell us a title. (Mentioning that these items were being ordered under a U. S. Dept. of Education grant did seemed to establish our bon fides with one college division sales representative!)

C. --- An extension of the beginning date for software and computer use because our increased concern with security of computers and software necessitated us taking some time to reconsider and formulate new approaches to computer policy and procedures

When we wrote the grant, several regional libraries had just formulated policies and procedures for use of Library computers and software. As they began to report serious difficulties in keeping their computers operational and significant damage and copyright abuse on software, we decided we needed to review our plans and make changes with the benefit of their experiences.

We had planned, when this grant was written, to control computer access for public use other than literacy through a coin op system. We wanted to emphasize the role of the literacy computers as learning machines and discourage their use merely as copying machines.

After two years, Salt Lake area libraries were reporting that their coin op system of control for public use was not working as they were having serious problem with computers equipment either inoperable or down much of the time. Boise Public Library was rewriting their software policy to strengthen copyright sections.

After looking at the more successful programs, we noted that these libraries were checking to see that users knew beginning fundamentals of computer equipment use before they were given access to the machines. To add this to our planning, we had to decide on what we would require for access, be sure the staff was trained to do this assessing and have a supplementary program so that those needing to learn fundamentals would be able to be tutored to a level so that they could use the machines. We also had to devise a key control system for the computers and an in house use "control" system for software and videos.

We wanted to be sure literacy clients would be able to gain easy access to the equipment while we still assumed the responsibility to protect the equipment and materials so that the materials would continue to be usable over an extended period of time. It is hard finding that fine line between easy access and adequate control. (See APPENDIX - Publications Learning Machines)

D. --- Adaptations in our processing procedures to handle the challenge presented by the unusual formats of many of these literacy materials

This grant gave us opportunities to refine processing procedures for AV materials, AV series and sets, and series or sets that include two or more types of format in all shapes and sizes.

All multi item video titles are cataloged as sets. That is, the title is given a video catalog number and each individual item is cataloged with that number and its order in the set. For example, the Time Life Writing for Work (includes 7 videos) has a video number of T-38. The first video in that set is T-38-1. Print format companions to video sets are cataloged just as if the print materials are regular literacy print items but have a note that there are also accompanying videos. Most of the print materials with video sets could also be used without the videos.

Videos without print companions are represented on the literacy shelf with an empty display case. The actual videos are available only at the desk. Each video tape is given its own circulation identification number (a bar code strip called a zebra).

All multi disc software titles are catalogued as sets just like the videos, but accompanying print materials are cataloged as part of the set with an -0- designation in the number to signal that this software collection item is really in paper format. Thus Skill Bank Reading is cataloged as SW-8, has a print teacher's guide with the designation SW-8-0 and the first disc is SW-8-1.

Each software disc is given its own individual circulation identification number. The only guide to the software is the paper format Basic Skills /Basic Job Skills Catalog of Video Tapes, Computer Software, and Cassette Tapes produced through this grant. (See APPENDIX - Publications)

Many of the audio cassette materials are series of varying numbers of differing skill level sets. Each of the skill levels is cataloged as an individual set with parts. Thus Real Life English Level 1 (Beginning Skill Level) is cataloged as C-498 while Real Life English Level 2 (High Beginner) is cataloged as C-499. All materials in a set (one skill level) are bagged together in a plastic slip-lock bag and given just one circulation number. A label below the circulation number (zebra strip) lists items in the bag, i.e. "Includes 2 books and 3 audio tapes." These bags are placed on the literacy shelf with the actual audio tapes in the bag.

The AV and software literacy materials from this grant, like all literacy collection materials are stripped with a short piece of green tape near their circulation number so that they can be easily sorted for reshelving to the literacy collection shelving.

Early on we also decided to add the task of making archival copies of software and audio materials when this was permissible. However, to reenforce our commitment to copyright protection, we decided to use the labeled original as the public copy and keep the duplicate copy as the archival disc.

If we were to begin this grant again, we would select only software that included an archival copy or gave us permission to make such a copy. We assumed that most of this software would be like most commercial programs which give permission to make a backup copy. Strangely enough, on this software that is designed for novice computer users, many of the literacy titles reserved all copyright privileges and expressly said no copies are to be made. In later catalogs, some of these companies are offering archival copies for less than full price but still at a goodly sum.

The importance of archival copies becomes doubly apparent when, not only is our clientele using the materials potentially inexperienced, but our staff must work with these magnetic materials within the confines of a magnetic security system.

E. --- A continuation of outreach in house and to literacy service providers and other support agencies but a rescheduling of final public media coverage to early 1991 when the collection is in its new location

The construction plans were to erect the addition, move operations into the new building, and then remodel the current structure. We would continue normal service throughout the procedures. These plans did not take into consideration the amount of disruption needed to put the new utilities in place in the old structure before they could be located in the new structure. We were told that conditions would improve after the construction crews had made the initial breaks into the old structure. This has been true to a certain extent.

In the summer and early fall we were experiencing constant rains of dust and in house construction noise. These conditions did improve after the inside roof and many of the walls have been removed. However, the noise of heavy construction outside, the lack of central heating, the lack of wall electrical outlets, and the tightening of already tight space to accommodate construction equipment and materials in the current building is making our service performance a little below "normal."

Because of the lack of wall outlets and the intermittency of power supply to walls because of shifting utilities and lack of space, we ceased public in house use of literacy support equipment until we are in the new addition. We have continued to train our staff and volunteer tutoring staff when possible.

Therefore, we decided to reschedule our final public media push for the video, computer, and audio cassette materials and equipment provided in this literacy grant from late fall to February 1991 when we are in our new location. We have continued to push the collection in house with displays of tutoring materials and GED and Basic Job Skill Materials and handouts of

informational materials such as bookmarks, brochures, and the Catalog.

Through telephone calls, mailings of brochures and the Catalog, and personal contact, we are keeping each literacy service provider and support group informed of the new materials and equipment we have added to our literacy collection through this grant.

Although the tutoring agencies and other support groups are advising their clients that at the present time the Library is not an ideal learning climate, they are still sending these people in for materials so we are not lacking for users and our circulation figures continue almost normal.

2. Budget -- Grant Budget Versus Actual Expenditures

Despite disruptions and problems, wonderful materials and equipment were ordered, processed and are now (mostly) being used. The proposed number of items that were to be purchased through grant funds was 368. We were able to purchase more than 394 items and had 42 items donated so that our actual number of grant items will be more than 436. (There are still a few audio cassette tapes back ordered.)

We bought more than 210 audio cassette tapes at a cost of $2073.49. We had proposed acquiring about 230 audio tapes. We acquired 89 videos through purchase of 47 at a cost of $3453.25 and had a donation of 42 more.

We purchased 4 more training videos than had been planned to make our total 9 training videos. The software programs we selected included 170 discs at a cost of $3,614.21.

We were able to spent $84.95 over the $10,000 we had budgeted for materials as we had that amount remaining in our equipment budget. (For budget information in summary form - See APPENDIX - Budget Summary)

Although we kept the per cent of budget spent for each skill level the same, we bought more videos and software with grant funds rather than wordless and picture books. Thus we are able to have videos, software, and cassette strength at each skill level. We have library budget lines for wordless and picture books but through 1991 at least we will have no budget for literacy videos or software.

At present our video budget line pays for our annual membership in a statewide video circuit. The two computers provided by this grant are our first public use computers so we

have had no traditional budget line for public use software. As we look at our collection development plan in early 1991, the future directions of the AV and software collections will be a major focus. We hope a revised plan will encourage us to add more literacy materials in the video and software formats in the future. But for now, the shift of emphasis to more videos and software purchased with grant funds has enabled us to have a stronger collection from its inception.

There were no changes in STAFF BUDGET

We put our supportive equipment out to bid and accepted three bid packages from three dealers. The three cassette players/recorders with their headphones and other ancillary equipment, the video monitor/VCr with headphones and other ancillary equipment plus one added video monitor/vcr portable stand was purchased in a bid package of $1111.50.

The two IBM compatible computers with headphones, printers and other ancillary equipment were purchased with two other similar computers for another grant in a group package. The two literacy computers and their equipment were priced at $4248.50.

The modular furniture for work stations and carrels including privacy screens (light blue and white) were purchased at a cost of $2,915.55. Thus, our costs for supportive equipment listed in the grant plus the addition of a video monitor/vcr portable stand was $8,275.05. We used the remaining $84.95 in the grant equipment budget of $8,360 to buy more grant materials. (For budget information in summary form - See APPENDIX -Budget Summary)

3. Impact of this Federal Project

Even with the grant monies, because of the continuing flow of immigrants through U. S. Government location here, our ESL materials area is often quite bare. But how satisfying to hear "Yes, I liked that. Could I have some more?" We had our first request for study materials for the TOEFL (Test of English as a Foreign Language) before we had the materials ready but since we were the only source in our area, we quickly made it available for the student. The Refugee Center is now located just across the street from our new front door so our English as a Second Language (ESL) traffic will no doubt continue to increase.

We have area literacy supporters reporting that they told the state head of literacy services for Health and Welfare about our excellent collection. We were contacted by a Coors executive who had heard about our collection and wanted to make contact about a company contribution in 1991. We have had several distant libraries ask about coming to see our literacy

collection. We invited them to come look at our materials any time but did encourage them to come see our physical setup after February 1991 as the remodeling of the current building has greatly reduced the space for all collections in the adult section. We are also very excited about showing off our prime location in the new addition.

The actual presence of the literacy equipment and tutor carrels purchased through this literacy grant certainly played a part in our successful building campaign since they were a vivid example of our opportunity for more and better service in a larger space.

The impact of this grant has been felt in many ways but one of the most important measures is that people took substantial numbers of these material home for personal use.

The circulation figure for the Twin Falls Public Library adult collection from Oct 1, 1989 to Oct 1, 1990 was 269,439. The turn over rate was about 2.7. The projections are that with the new addition opening in February and the total new building project completed in June 1991 that the circulation figures will continue to increase and at an even greater rate. It will be interesting to observe if the literacy materials circulation will increase at the same rate as the other library materials in a new building scenario.

After working with a random sampling of 50 items from the Basic Skills and Job Skills Collection, we found that in the general literacy collection the turn over rate was a little above the 2.7 rate.

We also found from this random sampling that the highest circulation items were the read along book and tape titles and the GED study materials. The math materials were also well above the average rate. The language materials circulated at about the average rate while the largest section, the "how to read" materials circulated a little below the average rate.

In the first three months of circulation for the literacy videos and audio cassette tapes purchased through this grant, the audio tapes and the tutor training videos circulated almost all of the time. The Math and English GED Videos circulated most of the time as did the "read alongs." The basic job skill videos and the new reader videos circulated at a moderate rate. Those items not receiving much or any circulation were the mid-level skill videos (i.e. Another Page) and the GED videos (excluding the Math and English). The audio cassette players/recorders were out about half of the time.

We would have asked for more cassette materials budget if we had known our non-English speaking clientele would continue to

increase and diversify (We have added Russian and Romanian families to the Polish and Czech families who started arriving through U.S. Government programs during 1988) and if we had known that the audio tape programs themselves would become so much more attractive and more numerous so soon. We need to aim more vigorous outreach to native English speakers with low reading skills to make better use of our grant materials for that audience.

However, every day we are glad and excited to be able to offer the AV literacy materials and the supportive equipment that we have available because of this grant.

4. Other Grant Related Activities

The publications produced through this grant also have been very useful (See APPENDIX - Publications). One of these, the Catalog gives an annotated list of all videos, and software purchased through this grant and a selective list of some of the most popular cassette tapes. Because the staff or tutor must assess the literacy client's needs and then select materials that will be appropriate and interesting, the concise description of materials is very helpful.

The Basic Skills/Basic Job Skills Books, Videos, Tapes and Computer Software brochure gives a broad overview of the entire literacy collection and is serving very nicely as an informational introduction to our grant materials and the total literacy collection for other agencies, tutors, and prospective tutors. The bookmarks have been colorful handouts in house, for agency and organization newsletters, and will be useful at off-site displays.

The materials, publications, and supportive equipment added to our Basic skills and Basic Job Skills Collection through this grant have given our collection the balance and breadth to serve as a model literacy materials support library for the state. The staff has been busy sharing the experiences and learning that they have gained while working on this grant. We have been strong participants in literacy events on both a regional and statewide level.

Four of the grant staff shared information with other Idaho librarians at the annual convention of the Idaho Library Association in October 1990. Arlan Call, director, and the two grant co-chairs were active participants, especially in literacy interest groups, at the statewide Libraries 2000 meetings in November 1990.

Linda Parkinson is on the planning team for the Idaho State Library Tutor Training Project (funded by a U. S. department of

Education Grant). We have already agreed to set up a working demonstration and a display of our literacy materials and supportive equipment at the April 1991 tutor workshop scheduled in Twin Falls.

We were asked and have recently joined the IDAHO COALITION FOR ADULT LITERACY. This statewide organization includes libraries, academic institutions, private literacy providers, and support groups. We have asked them to consider adding specific information in their annual directory on literacy support services as well as on literacy tutoring services.

Early in the new year we will modify our yellow and black Basic Skills and Basic Job Skills signage into the letter form of the new Library signage. We are planning a special open house for the literacy service and support agencies, a major media campaign for AV Literacy services and special reception/story hours for Headstart children and parents.

We will continue to encourage the formation of a formal support group for recent high school dropouts and will seek strong liaisons in the business and government sectors by personal contacts and off site displays. We will also distribute bookmarks and brochures targeting especially those businesses and government agencies that work with native English speakers who may have low reading skills.

Communicating and providing local and regional literacy service providers and support groups with materials, schedules, and individual tours as part of this grant has certainly strengthen our liaisons with each of these groups and added to the overall strength of the local literacy efforts. The momentum is certainly here, created in part by the activities of this grant and now we must work to keep this local momentum going.

ADDITIONAL INFORMATION

1. Names and Locations of agencies, and organizations recruited to volunteer their services for literacy programs.

Marilyn Mecham
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315 Falls Avenue
Twin Falls, Idaho 83301

Ruth Scott
Coordinator, Basic Skills Volunteers
College of Southern Idaho

315 Falls Avenue
Twin Falls, Idaho 83301

Marilyn Stevens
Coordinator, Amnesty Program/Workplace Literacy
College of Southern Idaho
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Twin Falls, Idaho 83301

Thelma Swartz
Adult Basic Education/Vista Volunteers
College of Southern Idaho
315 Falls Avenue
Twin Falls, Idaho 83301

Rexene Waldron
Coordinator, Basic Skills Volunteers
College of Southern Idaho
315 Falls Avenue
Twin Falls, Idaho 83301

Dick Burwell
Coors of Magic Valley
2380 Beryl Avenue
Twin Falls, Idaho 83301

Donna Suhr
Director, Head Start
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Twin Falls, Idaho 83301

Terry Gilbert
Idaho Education Assoc.,Region IV (High School Dropouts)
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Twin Falls, Idaho 83301

Peggy McClendon
Literacy
Idaho State Library
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Richard Sparks
Coordinator, Adult Basic Education
Idaho State University
Pocatello, Idaho 83209

Melanie Lenkner
Learning Disabilities Assoc. Coordinator
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Karen Fraley
Program Administrator
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Linda Parkinson
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Tara Desmond
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Twin Falls, Idaho 83301

Sherri Toolson
Director
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Twin Falls, Idaho 83301

Mary Lou Olivas
Coordinator
Migrant Education
Twin Falls High School
Twin Falls, Idaho 83301

Cathy Talkington
English Basic Skills
Twin Falls High School
Twin Falls, Idaho 83301

2. Amounts and types of materials acquired to support literacy activities (See APPENDIX - Publications Catalog)

APPENDIX

Budget Summary

Pictures

Publications

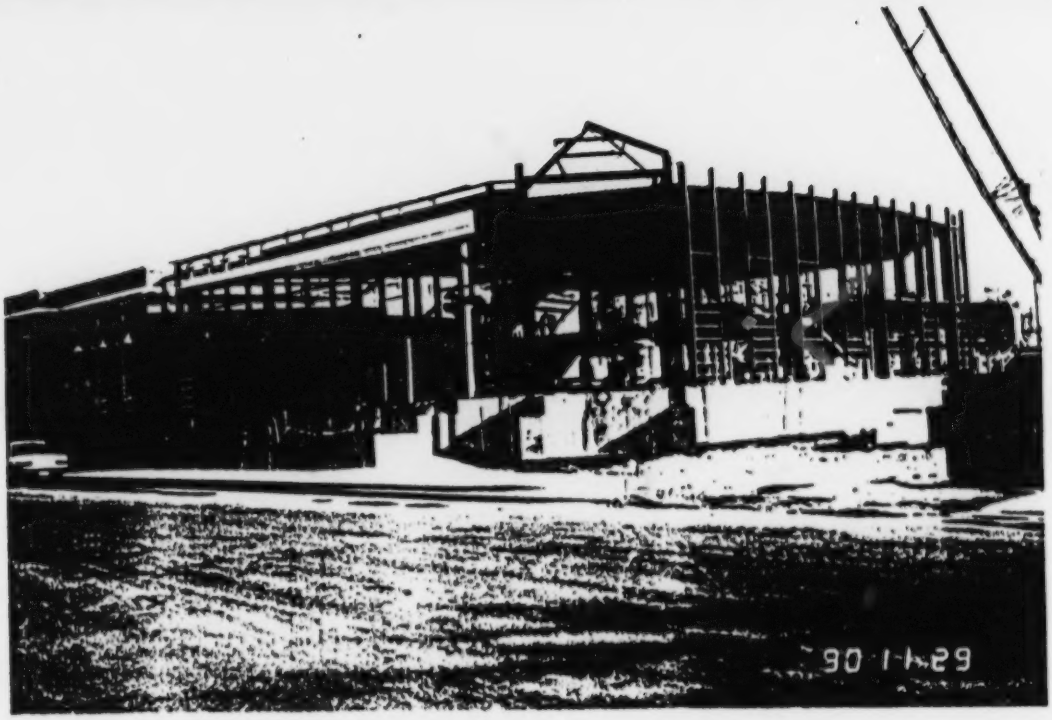
APPENDIX - Budget Summary

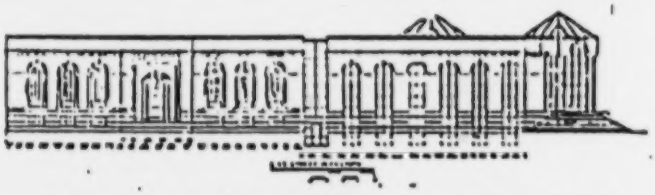
Materials Cost

Proposed number of items = 368 Actual number acquired (394+ items +42 donated) = 436	
Proposed cassette books =230 Cassette books acquired =210+	$2,073.49
Proposed videos = 45 Actual videos acquired (47+42 donated) = 89	$3,453.25
Proposed training videos = 5 Actual Training videos acquired = 9	$944.00
Proposed Software Discs = 44 Actual Software Discs acquired = 170	$3,614.21
Proposed Total Materials Budget	$10,000.00
Remainder from Proposed Equipment Budget	+$84.95
Actual Expenditures for Materials	$10,084.95

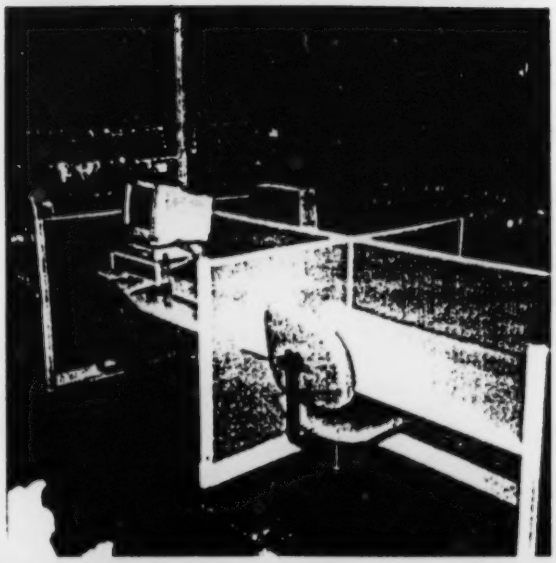
Supportive Equipment Cost

Bid Packages	
3 Cassette Players/Recorders with ancillary equipment 1 Video Monitor/VCR with ancillary equipment Plus 1 Video Monitor/VCR Stand	$1,111.50
2 IBM Compatible Computers with ancillary equipment	$4,248.00
Furniture for Work Stations and Tutor Carrels	$2,915.55
Actual Expenditures for Supportive Equipment	$8,275.05
Proposed Supportive Equipment budget (without the Video Stand)	$8,360.00
Remainder transferred to Materials Budget	$84.95

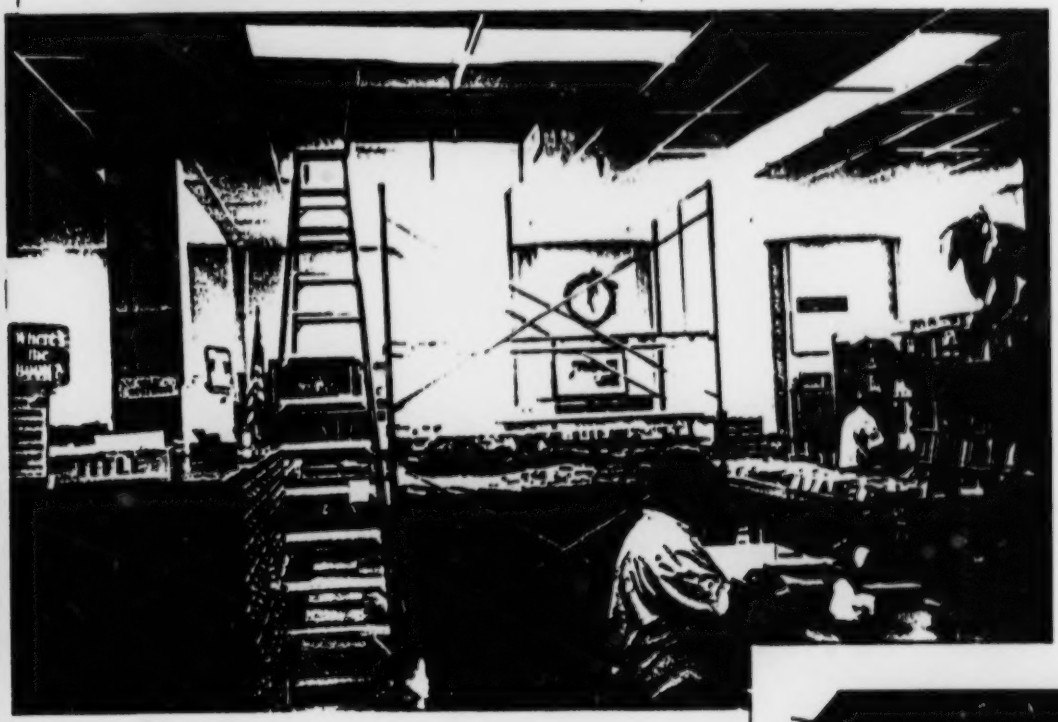




LIBRARY EXPANSION
VOTE
AUGUST 15th



New Literacy Computer
Workstations and Tutor Carrels



Computers & Carrels
During
Ceiling Removal

Back in Business
Without Ceiling!

BEST COPY AVAILABLE

New

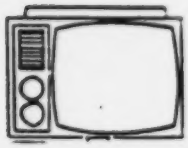
Videos

on

Basic Skills

and

Basic Job Skills



. . . plus a VCR and Monitor for viewing these materials in the Library

You can also checkout tapes for home viewing!

Video Tapes...

....Here's a list of popular titles from the major subject areas.

...VIDEOS FOR THE NEW READER...

* Basic Phonics
* Sight Words

...VIDEOS...INTERMEDIATE READER...

* Another Page

...VIDEOS...READER LEVEL...

* GED
* ASVAB (Armed Services Aptitude Battery)

...VIDEOS...JOB SKILLS...

* Time/Life Writing for Work
* How to Write A Resume
* How to Speak with Confidence
* Supervising for Results

These materials were made available through a U.S. Dept. of Education grant awarded to Twin Falls Public Library.

New

Cassette tape players

for use with

Basic Skills

and

Basic Job Skills Materials

in Library or at home.

Ask at desk

for more information

New

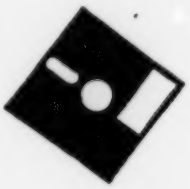
Computer Software

on

Basic Skills

and

Job Skills



. . . plus three computers
to schedule for in Library use
of these materials.

Ask at desk
for more informarion

Cassettes Tapes...

....Here's a list of popular titles from the major subject areas.

* American Pronunciation
* English Composition
* Key to Success on the TOEFL
* Longman Photo Dictionary
* Gallery 1
* Speaking of Survival
* Fast Forward USA
* Person to Person 1
* Listen for It
* East West 1
* English ALFA (Air Land Forces Agency)
* Learning to Speak English From Russian

[redacted]

These materials were made available through a U.S. Dept. of Education grant awarded to Twin Falls Public Library.

Basic Skills

Basic Job Skills

Books,
Videos, Tapes
and
Computer Software

The Twin Falls Public Library
434 Second Street East
Twin Falls, Idaho 83301
(208) 733-2954

Your Public Library ---

A MATERIALS AND INFORMATION SOURCE

BOOKS

The Library has all levels of print material for new adult readers. Resources include those from most Adult Basic Education publishers and organizations, i.e. Literacy Volunteers of American, Laubach. Examples vary from picture dictionaries to real life illustrated menus and food packaging, from workbooks to short story fastbacks.

For those taking the PreGed, the Ged or ASVAB tests or working on specific job skills, print materials that might be helpful can be found under the needed subject areas on the BASIC SKILLS AND BASIC JOB SKILLS display rack.

On this rack also, tutors will find a section on teaching methods and theory. Groups or individuals who want to learn more about the problem of illiteracy and literacy efforts will find a special section with resources from many different organizations and authors.

CASSETTE TAPES

Tapes are available to help new adult readers, especially those who are learning English as a second language. Beginning tapes stress sounds and structure of American English.

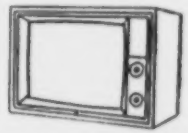
The more advanced learner might enjoy the Read-alongs (cassette tapes and accompanying texts) of classic literary works and improve reading comprehension at the same time.

Other tapes may be helpful to motivate improvement in basic job skills such as listening or communicating orally.

Tapes of songs and stories with accompanying texts are available to help parents and children enjoy learning language basics together.

Two cassette tape players and the tapes are available for checkout, and there are players available for in library use of these materials.

VIDEOS



Combining audio and visual learning, the videos available at the Library vary from basic phonics to ASVAB and extensive pre-GED and GED study programs.

Videos are also available on such basic job skills as preparing for the job interview and writing a resume.

Tutor workshops and programs for creating public awareness on illiteracy are also available on video.

A VCR player and monitor are available to be scheduled for in library use of these materials, or these videos can be checked out for public performance or home use.

COMPUTER SOFTWARE

Library software ranges in format from tutorials to educational games. Programs for improving reading, language arts, math and computer skills are available for learners at all basic skill and basic job skill levels.

Three computers (two IBM compatibles and an Apple II) are available to schedule for in library use of these software programs.

BEST COPY AVAILABLE

Twin Falls Public Library's goal is to contribute to local efforts to achieve a literate community

---by providing materials support
---by serving as an information source
---by working to expand public awareness
---by coordinating with local literacy services

This brochure was funded as part of a U. S. Department of Education Literacy Grant awarded to The Twin Falls Public Library.

The Twin Falls Public Library

The Learning Machines

AV/COMPUTER POLICY

The Twin Falls Public Library
434 Second Street East
Twin Falls, Idaho 83301
(208) 733-2964

STATEMENT OF INTENT

The two IBM computers, the Monitor and VCR an three audio cassette players have been purcha through a U. S. Department of Education Grant Adult Literacy. Because of this special fundi.. and the Library's chosen role of serving the Independent Learner, the primary purpose of this equipment is to aid those working with Library materials on basic skills and job skills.

Changes in policy may occur at any time to maintain this priority.

We hope you will find this AV/Computer equipment and materials to be another tool for learning new knowledge and skills.

The Staff of
Twin Falls Public Library

IN LIBRARY USE PERIOD

All equipment and materials are issued for a period of one hour use in the Library. There will be a $1.00 late charge for any issued items not returned to desk personnel within 15 minutes of the time due. Prompt return of items enables staff to make them available for use by others.

BEST COPY AVAILABLE

COMPUTERS

RESERVATIONS:

To use the computers for Library literacy materials, no advanced reservations need to be made. Any time the computers are free, adults or adults working with children may work to improve basic or basic job skills.

Reservations for other use must be made 24 hours in advance, are limited to three 1 hour sessions per week, and may not be regularly scheduled.

Reservations are to be made at the adult desk during Library hours. All first time reservations ..st be made in person. Reservation information '1 include the time period desired, name, and phone number of person using computer equipment ..d anticipated software use.

APPLICATIONS:

Persons wishing to use Library microcomputers must fill out the "Application for In Library Use of AV/Computer Equipment and Materials" and demonstrate to senior staff on duty that applicant knows how to operate the computer he/she wishes to use. Competencies to be demonstrated include

A. Start-up
B. Shut-down
C. Loading programs
D. Escaping to main menu

Twin Falls Public Library card or In Library Use Permit and Security ID will be held during use of equipment.

Applications for those 17 years and under require signature of parent or legal guardian.

RESPONSIBILITIES:

Persons using Library computers assume responsibility for any damage to the monitor, disk drive, printer or any other hardware damage which occurs while they are using the computers.

Computer software packages cost up to $500 or more. We must hold you responsible for damage to documentation and/or diskettes in your possession and must charge you the full retail price plus $5 processing for any documentation or diskette damaged.

Non-Library software can be used only at the discretion of the senior staff member on duty.

Tampering with software will not be allowed. Twin Falls Public Library adheres to the copyright laws in section 117 of the 1976 Copyright Act as amended in 1980 regarding computer software. It is illegal to make copies of protected software or to use pirated copies on Twin Falls Public Library microcomputers.

DECLARATION OF NON-LIABILITY:

Twin Falls Public Library is not responsible for damage to personal software and Library staff will not assist in its use.

LIMITATIONS:

Only 2 persons other than Twin Falls Public Library staff will be allowed in a computer space at any one time.

Use of headphones is required if software programming includes sound.

No data may be stored on Library disks by individuals.

Each system must be left in a neat and orderly condition and in the order in which it was found. If not, notice will be given to the user that a second offense will result in his/her being denied further access to the computers.

There is a charge of 10 c per sheet for paper except for printouts of Library literacy materials.

VCRs
(Video Cassette Recorders)

RESERVATIONS:

To use the Monitor/VCR Player for Library literacy materials or University of Idaho classwork, no reservations need to be made.

All other uses of the VCRs are subject to director and/or board approval and Conference and Meeting Room regulations. 24 hour advanced reservations are required.

APPLICATIONS:

A person wishing to use Library Monitor/VCRs must complete the "Application for In Library Use of AV/Computer Equipment and Materials" and demonstrate to senior staff on duty that applicant knows how to operate the equipment. Competencies to be demonstrated include

A. Monitor ON/OFF, volume, channel, focus)
B. VCR ON/OFF, insertion, rewinding, and ejection of video

Twin Falls Public Library card or In Library Use Permit and Security ID will be held during use of equipment.

Applications for those 17 years and under require signature of parent or legal guardian.

RESPONSIBILITIES:

Persons using Library Monitor/VCRs assume responsibility for any damage to the hardware which occurs while they are using the equipment.

We must hold you responsible for damage to videos in your possession and must charge you the full retail price plus $5 processing for any video damaged.

Because of copyright, videos with "Home Use Only" restrictions can not be viewed in the Library unless special educational exemption requirements are met.

No copying of any television or video productions will be permitted unless copyright

permission has been waived in writing by producer.

DECLARATION OF NON-LIABILITY:

Twin Falls Public Library is not responsible for damage to personal videos.

LIMITATIONS:

Only 2 persons other than TFPL staff will be allowed to use the VCR area at any one time without special approval.

Each system must be left in a neat and orderly condition and in the order in which it was found. If not, notice will be given to the user that a second offense will result in his/her being denied further access to the equipment.

CASSETTE PLAYERS

RESERVATIONS:

Priority will be given to persons using materials and equipment for adult literacy and/or oral history recording.

Cassette players may be checked out for home use for 1 week by patrons or used in the Library.

APPLICATIONS:

Person wishing to use the cassette players and cassette tapes in the Library must complete the "Application for In Library Use of AV/Computer Equipment and Materials" and demonstrate to senior staff on duty that applicant knows how to operate the equipment. Competencies to be demonstrated include

A. Cassette player ON/OFF
B. Cassette tape insertion, ejection, rewinding

Twin Falls Public Library card or In Library Use Permit and Security ID will be held during use of equipment.

BEST COPY AVAILABLE

Applications for those 17 years and unde require signature of parent or legal guardian.

RESPONSIBILITIES:

Persons using Library cassette players assume responsibility for any damage to the equipment.

We must hold you responsible for damage to cassette tapes in your possession and must charge you the full retail price plus $5 processing for any cassette tape damaged.

Non-Library cassette tapes can be used only at the discretion of the senior staff member on duty.

Tampering with cassette tapes will not be allowed.

Twin Falls Public Library adheres to the copyright laws regarding taped materials. It is illegal to make copies of protected materials or to use pirated copies on Twin Falls Public Library Cassette Players.

Because of copyright, cassette tapes such as "Books on Tape" can not be used in Library unless special educational exemptions are met.

No copying of any tapes will be permitted unless permission has been given in writing by the tape producer.

DECLARATIONS OF NON-LIABILITY:

Public Library is not responsible for damage to personal cassette tapes.

LIMITATIONS:

Only two persons other than Twin Falls Public Library staff are allowed in the cassette player carrels.

The use of headphones is required during in library use.

Each system must be left in a neat and orderly condition and in the order in which it was found. If not, notice will be given to the user that a second offense will result in his/her being denied further access to the equipment.

The Twin Falls Public Library

This brochure was funded as part of a U.S. Department of Education Literacy Grant awarded to the Twin Falls Public Library.

APRIL 1990

The Twin Falls Public Library

at the LIBRARY

434 Second Street East, Twin Falls, Idaho 83301, 208-733-2964

Your Public Library . . .

A MATERIALS AND INFORMATION SOURCE

BOOKS

The Library has all levels of print material for adult new readers. Resources include those from most Adult Basic Education publishers and organizations, i.e. Literacy Volunteers of America, Laubach. Examples vary from picture dictionaries to realistically illustrated menus and from workbooks to short story fastbacks.

For those taking the Pre-GED, the GED or ASVAB tests, or working on specific job skills, print materials can be found under the needed subject areas on the BASIC JOB SKILLS AND BASIC SKILLS display rack.

Tutors will also find on this rack a section on teaching methods and theory.

CASSETTE TAPES

Tapes are available to help new adult readers, especially those who are learning English as a second language. Beginning tapes stress sounds and structure of American English.

The more advanced learner might enjoy the Read-alongs (cassette tapes and accompanying texts) of classical literary works.

Tapes of songs and stories with accompanying texts are available to help parents and children enjoy learning language basics.

Two cassette tape players and all tapes are available for checkout.

VIDEOS

Combining audio and visual learning, the videos available at the Library vary from basic phonics to ASVAB, to extensive Pre-GED to GED study programs.

Videos are also available on such basic job skills as preparing for the job interview and writing a resumé.

Tutor workshops and programs for creating public awareness of illiteracy are also available on video.

COMPUTER SOFTWARE

Library software ranges in format from tutorials to educational games. Programs for improving reading, language arts, math and computer skills are available for learners at all basic skill levels.

Three computers (two IMB compatibles and an Apple II) are available to schedule for in library use of these software programs.

For more information, ask for Linda Parkinson or Annie-Laurie Burton, Literacy Project Co-Directors.

Night of a Thousand Stars

Join us . . . Wednesday, April 25th . . . as we — along with libraries across the nation—take part in "A Night of 1,000 Stars". This event focuses national and local attention on family literacy and the importance and joy of families reading together.

Among the planned activities at our Library are . . .

. . . read alouds by local "celebrities" of some of their favorite tales

. . . presentation by preschoolers of a favorite story

. . . demonstration by staff of listener — participation stories

Books and handouts will be available and refreshments will be served.

Join us!

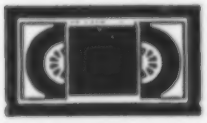
Literacy is . . . "A Family Affair"

Basic Skills

Basic Job Skills

Catalog

of

...Video Tapes... 

... Computer Software...

... Cassettes Tapes...

The Twin Falls Public Library
434 Second Street East
Twin Falls, Idaho 83301
(208) 733-2964

An invitation to TUTORS AND INDIVIDUAL LEARNERS ---

This catalog is your guide to the videos, computer software, and audio cassette tapes on basic skills and basic job skills which are available at your Twin Falls Public Library.

These materials have been purchased to compliment the Library's collection of print materials which help in learning the English language, in improving basic skills and comprehension of English, and in acquiring job skills both in language and in math.

Video/Software:

Listings in this catalog include the complete holdings of Twin Falls Public Library in basic skills materials in video and software formats. This is the only Twin Falls Public Library catalog to these materials at this time.

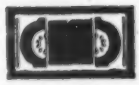
Audio Cassette:

The audio cassette tape section of this guide is a listing of the headings to look under in the Twin Falls Public Library CASSETTE CARD CATALOG. Some of the most popular titles are listed in this guide under each heading but the complete listing of this Library's basic skills audio tapes is found only in the CASSETTE CARD CATALOG.

Location:

These audio-visual and software materials are shelved with the basic skills print materials in the front browsing area of the Library under BASIC SKILLS AND BASIC JOB SKILLS.

Ask at the Information/Reference Desk if you would like more help.

...Video Tapes... 

* * * * * * * * * * VIDEOS...for the new reader * * * * * * * * * *

T-82 Basic Phonics

LEARN THE ABC'S...THE BUILDING BLOCKS OF OUR LANGUAGE!

-focus: the sound of the letters, recognition of consonants/vowels (25 mins.)

T-80 Word Makers I

SEE HOW SOUNDS MAKE WORDS AND WORDS MAKE SENTENCES!

-focus: one and two syllable words and the formulation of one/two/three word sentences (28 mins.)

T-81 Word Makers II

LEARN TO SPEAK AND WRITE MORE WORDS!

-focus: 3 and 4 syllable words and the introduction of simple punctuation (28 mins.)

T-19 Sight Words I

LEARN BY DOING! JOIN OUR HOST AS SHE HELPS YOU LEARN TO READ AND WRITE THOSE WORDS YOU NEED TO KNOW.

-focus: reading and spelling of commonly used sight words, format and worksheet encourage practice through repetition (Part 1 and Part 2 are each about 25 mins.)

T-20 Sight Words II

INCREASE YOUR ABILITY TO SAY AND WRITE THOSE WORDS YOU NEED TO KNOW!

-focus: reading and spelling of more difficult sight words (Part 1 and Part 2 are each about 25 mins.)

T-18 Multiplication

LEARN BY DOING...JOIN THE TUTOR AS SHE SAYS THE FACTS AND THEN WRITES THEM DOWN!

-focus: gaining and improving skills in multiplication by use of flash cards (25 mins.)

********** VIDEOS...for the intermediate reader **********

T-36 Another Page

JOIN WALLY "FAMOUS" AMOS AND LEARN TO TAKE CHARGE OF YOUR LIFE BY SHARPENING YOUR READING SKILLS!

(This Kentucky Educational Television Series includes 15 thirty minute videos and a book for each three videos. Adult reading level 5-8)

Book 1 (Print)
T-36-1 -focus: reading for facts 1
T-36-2 -focus: finding the main idea 2
T-36-3 -focus: finding an unstated main idea 3

Book 2 (Print)
T-36-4 -focus: making inferences 4
T-36-5 -focus: using sources of information 5
T-36-6 -focus: understanding forms 6

Book 3 (Print)
T-36-7 -focus: reading for facts 7
T-36-8 -focus: finding the main idea 8
T-36-9 -focus: using context clues 9

Book 4 (Print)
T-36-10 -focus: making inferences 10
T-36-11 -focus: recognizing fact/opinion 11
T-36-12 -focus: more work with details 12

Book 5 (Print)
T-36-13 -focus: understanding figurative language 13
T-36 14 -focus: finding the main idea 14
T-36-15 -focus: making inferences 15

********** VIDEOS...reader level **********

T-39 GED (General Educational Development/High School Equivalency) Exam Preparation

JOIN WALLY "FAMOUS" AMOS AS HE HELPS TO PREPARE YOU FOR THE GED. WORK THROUGH ALL OF THE FIVE SUBJECT AREAS OR JUST THOSE YOU NEED TO PRACTICE.

(This Kentucky Educational Television Series includes 42 thirty minute videos, Reading, Writing, and Math Study Manuals and a small booklet, HANDY MATHEMATICAL FORMULAS.)

T-39-1 through T-39-6 -focus: READING
T-39-7 through T-39-12 -focus: SCIENCE
T-39-13 through T-39-17 -focus: SOCIAL SCIENCE
T-39-18 through T-39-27 -focus: ENGLISH
T-39-28 through T-39-42 -focus: MATH

T-72 ASVAB (Armed Services Vocational Aptitude Battery) Review

SPEND TWO HOURS WITH THREE INSTRUCTORS REVIEWING THE SUBJECT AREAS COVERED IN THE ASVAB TEST.

(A booklet REVIEWING FOR THE ASVAB is included with the 2 hour video)

********** VIDEOS...job skills **********

T-37 Time/Life Reading Efficiency System

JOIN BILL COSBY AS HE SHOWS YOU HOW TO READ BETTER AND SPEND LESS TIME DOING IT!

-focus: improving comprehension, increasing vocabulary, and increasing reading rate (The series includes 12 thirty minute videos, two Drill Manuals and a Leader's Manual.)

T-38 Time/Life Writing for Work

JOIN CECILY TYSON AS SHE INTRODUCES THE "4 C'S" OF EFFECTIVE WRITING.

-focus: structure of writing stressing importance of clarity, correctness, conciseness, and completeness (The series includes 7 one hour videos and a Leader's Manual.)

T-38-1 -focus: tools of writing
T-38-2 -focus: complete sentences
T-38-3 -focus: writing paragraphs
T-38-4 -focus: writing for your reader
T-38-5 -focus: organizing ideas
T-38-6 -focus: first drafts
T-38-7 -focus: revising and editing

T-49 How To Write A Resume

LEARN HOW TO WRITE AN EFFECTIVE RESUME. IT COULD DETERMINE YOUR FUTURE!

-focus: two types of resumes--the historical/chronological and the functional with emphasis on capabilities and achievements

T-51 Only The Good Need Apply

LEARN THE KEY POINTS OF FILLING OUT A JOB APPLICATION. REMEMBER THE APPLICATION REPRESENTS YOU!

-focus: asking for, answering questions on and filling out a standard job application (15 mins.)

T-94 How To Speak With Confidence

JOIN THE NARRATOR AS HE SHOWS YOU HOW TO REMOVE COMMON BARRIERS TO EFFECTIVE SPEECH.

-focus: includes the 4 cornerstones of preparation, the 9 communication skills, and the 8 techniques for involving the audience (46 mins.)

T-71 Supervising For Results

LEARN HOW TO INTERACT EFFECTIVELY WITH YOUR CO-WORKERS! JOIN BEN KORMAN AS HE IDENTIFIES THE SKILLS NEEDED TO SUPERVISE AND RELATES THOSE SKILLS TO THE JOB AT HAND.

-focus: supervising and the organization, supervising and communication skills, supervising and productivity, supervising and people problems (45 min.)

For other job skill videos, look in the BROWSING VIDEO COLLECTION. This rotating collection has 800 general interest titles which change every two months.

********** VIDEOS...tutors/tutor workshops **********

T-73 Reading With Children (Literacy Volunteers of America)

-focus: teaching adults to improve their own reading skills as they learn how to read to their children. (Two print guides are included with the one hour video: T-73A is a handbook for Literacy Tutors and T-73B is a Trainer's Guide. (45 mins.)

T-74 Basic Reading Tutor-Training Workshop (Literacy Volunteers of America)

-focus: a general overview of the tools needed to teach someone to read as well as the problems and lifestyles of the literacy client (Series includes 6 thirty minute videos, a book, and an audio cassette.)

T-74-1 Introduction
T-74-2 -focus: language experience
T-74-3 -focus: sight words/context clues
T-74-4 -focus: phonics/word patterns
T-74-5 -focus: assessment/goal setting
T-74-6 -focus: goal analysis/lesson plans

T-83 Laubach Way To Reading - Video Based Tutor Workshop

(Series includes T-83 Leader's Manual and T-83A and T83B each about 2 hours of video taped material)

-focus: provides training and guidelines for goal setting, meeting individual needs, lesson planning, using the language experience approach, understanding speech sounds, using duet reading, teaching spelling, and writing for the adult learner.

. . . Computer Software . . .

########## Software...reading/vocabulary/language ##########

SW 1 Speed Reader II

(IBM, All SKill Levels)

IMPROVE YOUR SPEED AND COMPREHENSION IN READING!

-focus: provides practice recognizing letters, words, and phrases. Timed readings are included. (1 disc, 5 reading activities, 35 reading selections)

SW 2 Core Reading And Vocabulary

(IBM, Beginner/Low Intermediate Level)

YOU READ, THEN YOU FILL IN THE SPACES. THIS PROGRAM TUTORS YOU AT EVERY STEP!

-focus: reading, filling in letters, answering question, and spelling words to build reading skill and vocabulary (18 lessons, each 35-45 minutes long housed in 5 notebooks with 8 discs each)

SW 3 Reading Around Words

(Apple II, High Beginner/Advanced Level)

ON EACH LEVEL THERE IS A WORD PRETEST. MISSED WORDS ARE THEN PRESENTED TO YOU IN SENTENCES AND PARAGRAPHS.

-focus: word recognition, reading comprehension, spelling, perceptual and writing skills (9 levels on 36 discs)

SW 4 Word Attack

(IBM, Beginner/Advanced Level)

PLAY A GAME ZAPPING A WORD AND ITS DEFINITIONS! BUT FIRST YOU CAN LEARN THE WORDS, THEIR DEFINITIONS, AND USE THEM IN SENTENCES.

-focus: vocabulary and spelling (1 disc)

SW 5 Crypto Cube

(IBM, Low Intermediate+ Level)

FUN AND EASY TO LEARN! THIS GAME IS LIKE A FOUR SIDED CROSSWORD PUZZLE. YOU CHOOSE A CATEGORY AND THEN PLAY TO UNCOVER THE WORDS BEHIND THE SQUARES ON ALL SIDES OF THE CUBE. THERE IS A SAMPLE GAME THAT SHOWS YOU HOW TO PLAY.

-focus: improving skills in classification and spelling (1 disc)

SW 6 Mystery Sentences

(Apple II, Intermediate+ Level)

AS ON THE TV SHOW WHEEL OF FORTUNE, THE PLAYER MUST FILL IN THE BLANKS TO FIGURE OUT WHAT A SENTENCE SAYS. THERE ARE 14 CATEGORIES TO CHOOSE FROM AS YOU PLAY THIS GAME.

-focus: skills in language and problem solving (1 program disc)

SW 7 The Puzzler

(IBM, Intermediate+ Level)

YOU MUST PREDICT WHAT WILL HAPPEN AS YOU READ PARTS OF A STORY.

-focus: reading as an active problem solving process (1 disc, 5 stories)

SW 8 Skill Bank Reading

(IBM, High Beginner/High Advanced Level)

LEARN NEW VOCABULARY, ROOT WORDS, PREFIXES AND SUFFIXES!

(Series includes 12 lesson discs, a Teacher's Guide which covers all Skill Bank Series, and a set of record keeping discs for the tutor)

SW-8-0 Print Teacher's Guide

(BLACK DISCS)
SW-8- A through SW8- L Record Keeping Discs

(RED DISCS)
SW-8-1 through SW-8-4 -focus on reading
SW-8-5 through SW-8-8 -focus on vocabulary building
SW-8-9 through SW-8-12 -focus on word knowledge

SW 8 Skill Bank Language Arts

(IBM, High Beginner/High Advanced Level)

LEARN THE PARTS OF SPEECH, SPELLING, AND PUNCTUATION!

(Series includes 16 lesson discs and a print Teacher's Guide and record keeping discs--see Skill Bank Reading above)

(BLUE DISCS)
SW-8-21 through SW-8-24 -focus on capitalization
SW-8-25 through SW-8-28 -focus on grammar and usage
SW-8-29 through SW-8-32 -focus on punctuation
SW-8-33 through SW-8-36 -focus on spelling

SW 8 Skill Bank Writing

(IBM, High Beginner/High Advanced Level)

LEARN THE MECHANICS AND USAGE OF LANGUAGE AND HOW TO WRITE STRONG SENTENCES AND PARAGRAPHS!

(Series includes 16 lesson discs and a print Teacher's Guide and record keeping discs--see Skill Bank Reading above)

(ORANGE DISCS)
SW-8-41 through SW-8-44 -focus on language mechanics
SW-8-45 through SW-8-48 -focus on language usage
SW-8-49 through SW-8-51 -focus on sentence structure
SW-8-52 through SW-8-56 -focus on paragraphs

########## SOFTWARE...math and problem solving skills ###########

SW 8 Skill Bank Math

(IBM, High Beginner/High Advanced Level)

LEARN MATH CONCEPTS SUCH AS DECIMALS AND FRACTIONS, RATIOS AND PER CENTS! LEARN THEORIES OF NUMBERS, HOW TO WORK THROUGH MATH WORD PROBLEMS AND USE MEASUREMENTS. THIS PROGRAM ALSO INCLUDES AN INTRODUCTION TO ALGEBRA, GEOMETRY, GRAPHS AND INTEGERS.

(Series includes 16 lesson discs, a print Teacher's Guide and record keeping discs--see SKill Bank Reading above)

(YELLOW DISCS)
SW-8-61 through SW-8-64 -focus on math computation
SW-8-65 through SW-8-68 -focus on math concepts
SW-8-69 through SW-8-72 -focus on word problems
SW-8-73 through SW-8-76 -focus on geometry and algebra

SW 9 Math For Everyday Living

(IBM, Beginner/Advanced Level)

SOLVE REAL LIFE SITUATIONS USING NUMBERS! YOU LEARN TO ORDER AND PAY FOR A MEAL, TO FIGURE SALES TAX, TO COMPUTE UNIT PRICING AND OVERTIME PAY.

-focus: guided steps to help develop problem solving strategies (4 discs)

SW 10 Chemeketa Math Drills

(Apple II, High Beginner/Advanced Level)

LEARN ADDITION, SUBTRACTION, MULTIPLICATION AND DIVISION THROUGH SHORT FLASH CARD DRILLS AND PRACTICE PROGRAMS! IF YOU MISS TWICE, YOU ARE GIVEN THE ANSWER.

-focus: speed and accuracy in basic math skills

SW 11 Where In The World Is Carmen San Diego

(IBM, Beginner/Advanced Level)

TRY TO SOLVE A CRIME USING A MAP AND LOOKING UP CLUES IN THE WORLD ALMANAC AND FIGURING OUT WHAT IS HAPPENING!

-focus: developing computer literacy and skills in problem solving (1 disc)

SW 12 Type To Learn

(IBM, Low Intermediate+ Level)

LEARN 2 OR 3 KEYS IN EACH OF THE 23 LESSONS. ALSO LEARN SKILLS OF CAPITALIZATION, PUNCTUATION, SPELLING, ETC.! GAMES ARE INCLUDED AFTER EACH LESSON.

-focus: typing speed and accuracy (1 disc)

SW 13 Bank Street Writer III

(IBM, High Beginner/High Advanced Level)

LEARN AN EASY WORD PROCESSING PROGRAM. THIS ONE INCLUDES A SPELLING CHECKER AND A THESAURUS WITH A 50,000 WORD DICTIONARY! PROGRAM OPERATES ON 20, 40, OR 80 COLUMNS.

-focus: keyboarding and word processing skills (2 discs)

SOFTWARE...MISCELLANEOUS BASIC SKILLS AND JOB SKILLS

SW 14 Public Domain Discs

(Apple II, All Skill Levels)

Each of the Public Domain software discs listed below contains a variety of programs. Those programs useful for learning basic skills are described after each disc number.

SW 14-1 (Disc #062) EDUCATION/WHAT'S MY WORD

TEST YOUR KNOWLEDGE OF CARTOON CHARACTERS, ANIMALS, COLORS - PLAY "WHAT'S MY WORD"

Other games include: Kidstuff (misspellings, words that have "ick" in them, math sequences, clues to famous characters).

SW 14-2 (Disc #066) EDUCATION/CLASS GRADE BOOK

TUTORS CAN CREATE A "CLASS GRADE BOOK" WHICH WILL UPDATE SCORES, EDIT SCORES, CALCULATE AVERAGES, AND CREATE NEW FILES

Other activities include: class boy/girl ratio, student grade average, test maker, student head count.

SW 14-3 (Disc #068) EDUCATION/ZAP MATH

TAKE YOUR CHANCE AS YOU SHARPEN YOUR MULTIPLICATION SKILLS IN THE GAME, "ZAP MATH"

Other games include: Basic Math (drill), Spelling (drill), Story Problems (drill), Typing (practice), and Vocabulary (drill).

SW 14-4 (Disc #069) EDUCATION/GEOGRAPHY

TEST YOUR KNOWLEDGE OF GEOGRAPHY AS YOU PLAY AGAINST THE COMPUTER IN THE GAME, "GEOGRAPHY"

Other games include: Hangman (traditional game, very user friendly, sound is included), Conversion (practice in changing inches to centimeters, miles to kilometers, and gallons to liters, etc.), Sequences (practice in filling in numbers in given patterns), Typing (practice plus analysis of work which includes keystrokes missed, accuracy and rate per minute).

SW 14-5 (Disc #072) EDUCATION/MATH TAC DOUGH

MAKE PRACTICE IN ADDITION, SUBTRACTION, MULTIPLICATION A LOT OF FUN! PLAY "MATH TAC DOUGH"

Other games include: Math Drill (includes subtraction drills), Spelling Test, Adding Fractions (pictorially shows how to add fractions), Balloon Darts (drill in fractions).

SW 14-6 (Disc #081) EDUCATION/NAME THE STATES

TEST YOUR RECALL OF THE NAMES OF OUR STATES! PLAY "NAME THE STATES"

Other games include: Laf Island (survival game based on cooperation), Math Spell (assists player in learning the names of polygons and how to spell them), Multiplication Bingo (game in which correct answers earn player squares on Bingo card), Assertiveness Training (player's response to life situations determine assertiveness rating).

. . . Cassettes Tapes . . .

AUDIO CASSETTE TAPES

All titles in the Library's audio cassette tape collection are in the Twin Falls Public Library CASSETTE CARD CATALOG. Below is a listing of the major subject headings where basic skills and basic job skills materials can be found in that CATALOG. Under each CATALOG subject heading below, we have included some popular titles to show the variety of materials available. Please check the CASSETTE CARD CATALOG under the specific subject headings for a complete listing of all tapes available in that skill area.

Subject Heading: AMERICANISMS

C-275 American Pronunciation (Advanced/Job Skill Level)

LEARN TO SAY THE PROBLEM WORDS IN ENGLISH CORRECTLY!

-focus: correct pronunciation of hundred of frequently mispronounced words (1 cassette, 1 booklet)

Subject Heading: ENGLISH LANGUAGE

C-489 American Streamline - Departures (ESL Beginner/False Beginner Level)

LISTEN TO LIVELY NATURAL LANGUAGE AND HUMOROUS EVERYDAY CONVERSATIONS. THEN YOU WORK THROUGH PRACTICE EXERCISES.

-focus: basic structure and vocabulary (2 books, 2 workbooks, 1 cassette)

C-490 American Streamline - Connections (ESL Intermediate Level)

WRITE AND SPEAK ABOUT TOPICS THAT YOU LISTEN TO EVERY DAY IN CONVERSATION!

-focus: listening and speaking skills (1 book, 2 workbooks, 2 cassettes)

C-481 American Streamline - Destinations (ESL High Intermediate/ Advanced Level)

COMPLETE THIS 3RD LEVEL COURSE AND YOU WILL BE ABLE TO COMMUNICATE EFFECTIVELY IN SPOKEN AND WRITTEN ENGLISH!

-focus: spoken and written English (1 book, 2 workbooks, 3 cassettes)

Subject Heading: ENGLISH LANGUAGE--Composition and Exercises

C-161 English Composition (Advanced Level)

SHARPEN YOUR SKILLS IN WRITTEN COMMUNICATIONS!

-focus: college level course work (1 cassette)

Subject Heading: ENGLISH LANGUAGE--Conversations and Phrases

Real Life English (ESL series at four levels)

WORK ON LISTENING, SPEAKING, WRITING AND READING IN REAL LIFE SITUATIONS!

-focus: communicative--reading and writing in everyday situations (each level includes 1 book, 1 teacher's guide and 5 cassettes)

C-498 Real Life English Level 1 (Beginner)
C-499 Real Life English Level 2 (High Beginner)
C-500 Real Life English Level 3 (Intermediate)
C-501 Real Life English Level 4 (High Intermediate)

Subject Heading: ENGLISH LANGUAGE--Examinations, Questions, etc.

C-488 Key to Success on the TOEFL (Advanced Level)

REVIEW FOR THIS "TEST OF ENGLISH AS A FOREIGN LANGUAGE" WHICH IS OFTEN GIVEN BEFORE ADMISSION BY MANY COLLEGES!

-focus: Complete preparation guide for the Test of English as a Foreign Language (1 book, 1 cassettes)

Subject Heading: ENGLISH LANGUAGE--Pronunciation

C-457 Practice and Improve Your English (ESL Beginner Level)

LISTEN TO NATIVE AMERICAN AND BRITISH SPEAKERS AND LEARN TO UNDERSTAND THEM MORE QUICKLY!

-focus: Listening to varied accents (Listening Guide, 4 cassettes)

C-451 Practice and Improve Your English Plus (ESL High Beginner/ Intermediate Level)

UNDERSTAND WITH EASE BOTH AMERICAN AND BRITISH ENGLISH!

-focus: Listening to varied accents (Listening Guide, 4 cassettes)

Subject Heading: ENGLISH LANGUAGE--Sound Recordings for Foreign Speakers

C-482 Elementary Anecdotes in American English (1000 word level)

LISTEN TO SHORT AMUSING STORIES AND PUT PICTURES INTO WORDS AS YOU PRACTICE YOUR ENGLISH!

-focus: comprehension and vocabulary (1 book, 1 cassette)

C-480 Intermediate Anecdotes in American English (1500 word level)

LISTEN TO THIRTY HUMOROUS STORIES AS YOU PRACTICE UNDERSTANDING SPOKEN AND WRITTEN ENGLISH!

-focus: listening and reading (1 book, 1 cassette)

C-479 Advanced Anecdotes in American English (2075 word level)

LEARN TO UNDERSTAND MORE DIFFICULT WORDS AND IDEAS AS YOU LISTEN TO THESE AMUSING STORIES!

-focus: listening and reading (1 book, 1 cassette)

Subject Heading: ENGLISH LANGUAGE--Textbooks for Foreign Speakers

ENGLISH as a 2nd Language for ALL FOREIGN SPEAKERS

C-469 Longman Photo Dictionary (Beginner Level)

LOOK AT PICTURES OF OBJECTS AND ACTIONS AND LEARN THE WORDS THAT GO WITH THEM!

-focus: pronunciation and spelling (Photo Dictionary, Pronunciation and Spelling Workbook, 2 cassettes)

C-494 Gallery 1 (Beginner Level)

PRACTICE TALKING AND WRITING ABOUT YOUR LIFE AND OTHER INTERESTING TOPICS!

-focus: integrated language skills (1 book, 1 cassette)

C-495 Gallery 2 (Intermediate Level)

LEARN ABOUT A TOPIC AS YOU PRACTICE YOUR LISTENING, SPEAKING AND WRITING SKILLS!

-focus: integrated language skills (1 book, 1 cassette)

C-485 Speaking of Survival (High Beginner/ Low Intermediate Level)

LEARN THE LANGUAGE, THE CULTURE AND PRACTICAL INFORMATION FOR MOST DAILY SITUATIONS IN THE U.S.A.

-focus: understanding and speaking in survival situations (1 book, 1 cassette)

C-496 Fast Forward USA (False Beginner Level)

LISTEN TO LIVELY DIALOGUES AND READINGS AND LEARN ABOUT THE UNITED STATES AS YOU INCREASE YOUR ABILITY TO UNDERSTAND ENGLISH!

-focus: speaking and listening using materials with information on the USA (1 book, 2 cassettes)

C-486 Person to Person 1 (High Beginner/ Low Intermediate Level)

LEARN SPEECH SKILLS AND PRACTICE LISTENING SKILLS THAT PREPARE YOU FOR REAL LIFE TASKS.

-focus: communicative speaking and listening skills (1 book, 2 cassettes)

C-487 Person to Person 2 (Intermediate Level)

LISTEN AND PRACTICE AUTHENTIC LANGUAGE IN A WIDE RANGE OF SETTINGS BOTH FORMAL AND INFORMAL!

-focus: communicative speaking and listening skills (1 book, 2 cassettes)

C-483 Listen for It (Low Intermediate Level)

LISTEN AND LEARN ABOUT VALUABLE TOPICS SUCH AS HEALTH, SHOPPING, EMPLOYMENT, AND TRAVEL, ETC.!

-focus: listening and speaking skills (2 booklets, teacher's guide, 3 cassettes)

C-491 East West 1 (False Beginner Level)

USE COLORFUL BOOKS TO LEARN HOW TO WRITE AND SPEAK ENGLISH!

-focus: language for everyday activities (2 books, 1 workbook, 3 cassettes)

C-492 East West 2 (High Beginner/Low Intermediate Level)

WORK THROUGH REAL LIFE ACTIVITIES WHILE LISTENING AND LOOKING AT WORDS AND PICTURES!

-focus: language for everyday activities
(3 books, 3 cassettes)

C-493 East West 3 (Intermediate/High Intermediate Level)

LEARN ABOUT AMERICAN LIFE AS YOU PRACTICE LISTENING, SPEAKING AND WRITING!

-focus: language for everyday activities
(3 books, 4 cassettes)

C-502/
C-507 English ALFA (Air Land Forces Agency) (Beginner/ Advanced Level)

USE THE SERIES THAT THE U.S. GOVERNMENT USES TO TEACH EMBASSY EMPLOYEES ENGLISH!

(Series includes six levels with 1 book and 1 workbook for each level)

C-502-1 through C-502-7 -focus on communication practice, grammar and reading comprehension (Beginner)

C-503-1 through C-503-7 -focus on communication, grammar and reading comprehension (High Beginner)

C-504-1 through C-504-5 -focus on communication, grammar and reading for detail (Low Intermediate)

C-505-1 through C-505-5 -focus on communication, grammar and reading for detail (Intermediate)

C-506-1 through C-506-3 -focus on communication, grammar and reading and making inferences (High Intermediate)

C-507-1 through C-507-3 -focus on communication, grammar and reading and making inferences (Advanced)

English as a 2nd Language For SPECIFIC NATIVE LANGUAGE speakers

SPANISH

C-449 Ingles Para Los Individuos de Habla Hispana (2 booklets, 2 cassettes)

C-203 El Metado Moderno Curso Avanazdo de Ingles (1 book, 3 cassettes)

C-295-1 Learning to Speak English from Spanish LEVEL 1 (booklet, 4 cassettes)

C-295-2 Learning to Speak English from Spanish Level 2 (booklet, 4 cassettes)

RUSSIAN

C-512 Everyday Dialogues (ENGLISH-RUSSIAN CONVERSATION GUIDE, 2 cassettes)

C-474-1 Learning to Speak English from Russian Level 1 (booklet, 4 cassettes)

C-474-2 Learning to Speak English from Russian Level 2 (booklet, 4 cassettes)

OTHER LANGUAGES

C-298 Learning to Speak English from Laotian (booklet, 4 cassettes)

C-296 Learning to Speak English from Vietnamese (booklet, 4 cassettes)

Subject Heading: <u>HIGH INTEREST - LOW VOCABULARY</u>

Read-a-long Shelf

ENJOY READ-A-LONG ADULT AND CHILDREN'S CLASSICS FROM SUCH AUTHORS AS ARTHUR CONAN DOYLE, AGATHA CHRISTIE, AND DICK FRANCIS!

-focus: practice in reading and listening comprehension for high intermediate+ students, cultural literacy for all readers (An attractive case houses a book and word for word cassettes)

Read-a-long Shelf — SHARE READ-A-lONGS OF FAVORITE CHILDREN'S STORIES WITH YOUR FAVORITE CHILD!

-focus: Intergenerational learning (Hanging bag holds a book and cassettes. Most stories are suitable to share with tots to 3rd graders, Beginner/Low Intermediate Level)

C-471 Holiday Songs and Rhythms (Hap Palmer) (All Skill Levels)

SING WITH YOUR FAMILY, LEARN NEW ENGLISH WORDS AND SONGS FROM MANY NATIONS!
-focus: intergenerational learning to music (Songbook, 2 booklets, 1 cassette)

C- Mother Goose

Subject Heading: LITERACY

C-411 Person to Person Tutoring By Telephone (Literacy Volunteers of America)

-focus: methods to use when the telephone is the preferred tutoring method because of access problems or other difficulties (1 booklet, 36 slides, 1 cassette)

C-470-1 Learning Basic Skills through Music (Hap Palmer)

-focus: intergeneration learning to music , Beginner Level (1 booklet, 1 cassette)

C-470-2 Learning Basic Skills through Music 2 (Hap Palmer)

-focus: intergeneration learning to music, Beginner Level (1 booklet, 1 cassette)

JOB SKILL AUDIO CASSETTES CAN BE FOUND UNDER THESE SUBJECT HEADINGS:

BUSINESS
BUSINESS ETIQUETTE
COMMUNICATION
INTERVIEWING
MEMORY
MOTIVATION
PROBLEM SOLVING
PUBLIC SPEAKING
SPEECH

For other audio aids on the English language, look under the subject heading: ENGLISH LANGUAGE in the Library's RECORD CATALOG or the Library's COMPACT DISC CATALOG.

The Twin Falls Public Library

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